A licensed optometrist with experience providing refractive and contact lens services with a high standard of accuracy.

**Position Description**

- **Administrative/Executive Director**: This position works directly with the physician president/director/CEO and partners in overseeing financial operations, personnel management, communication with external entities, strategic planning, and development activities of the practice.

- **Human Resources Manager**: This position ensures the practioners' financial wellbeing by tracking revenue and expenses, consulting and analyzing financial data, preparing special reports, managing all employee related issues as needed.

- **Accounts Payable Clerk/Bookkeeper/Staff Accountant**: This position is responsible for managing accounts payable processes and procedures, maintaining vendor files, and obtaining and maintaining vendor approval for any necessary purchases.

- **Medical Records**: This position is responsible for maintaining and providing medical records to appropriate entities, updating patient information in the EHR, and monitoring patient satisfaction.

- **Optician**: A licensed optometrist with experience providing refractive and contact lens services with a high standard of accuracy.

**Positions Available**

- **Surgical Coordinator/Counselor/Scheduler/Patient Liaison**

- **Billing Coordinator/Coder - Advanced**

- **Billing Coordinator/Coder - Beginner**

- **Scribe - Beginner**

- **Scribe - Advanced**

- **Surgical Coordinator/Counselor/Scheduler/Patient Liaison**

**Note**: Orange highlighted fields are clinic based positions.